

**ADMINISTRATOR REPORT**  
**March 30, 2016**

**TO:** Board of Supervisors  
**FROM:** Frank J. Rogers, County Administrator  
**RE:** April 5, 2016 Board of Supervisors Meeting

2:30 PM - Administration / Human Services Committee – [Agenda](#)  
Haberer Building Multi-Use Room (Rousseau & Zehr)

4:00 PM - Call to Order by Chairman Zehr  
Pledge of Allegiance and Invocation by Supervisor Borland

Tuesday, April 12<sup>th</sup> – 4 PM – Budget work session (Multi-Use Room)

Thursday, April 14<sup>th</sup> – 4 PM – Budget work session (if needed) (Multi-Use Room)

**1. APPROVAL OF MINUTES**

- a. [March 1, 2016](#) – Regular Meeting
- b. [March 7-8, 2016](#) – Budget Committee Meetings

**2. APPEARANCES**

Anne B. Blair and Sherry F. Harding , Directors of Information Technology and Public Information Office

- a. [COUNTY WEBSITE](#) (10 Minutes)

During FY16, in conjunction with the decision made as part of the 2015 Strategic Technology Plan implementation, Information Technology and Communications and Public Information staff worked together to move the County Website to a hosted content management system, CivicPlus.

Staff requests time to present the reveal and overview of the new County Website format.

**RECOMMENDATION: No formal action is required.**

Jonathan Wooldridge, Conservation Specialist

- b. [ROBERT E. LEE SOIL AND WATER CONSERVATION DISTRICT](#) (5 min)

Jonathan Wooldridge, Conservation Specialist at the Robert E. Lee Soil and Water Conservation District would like to introduce himself and provide information on what they do at the District and how the funds are being used in Campbell County.

**RECOMMENDATION: No action required.**

Megan Lucas, Chief Executive Officer

c. [THE LYNCHBURG REGIONAL BUSINESS ALLIANCE](#) (10 minutes)

Megan Lucas, Chief Executive Officer of the Lynchburg Regional Business Alliance would like an opportunity to update the Board on the activities of the Alliance.

**RECOMMENDATION: No action is required.**

Dr. Robert Johnson, Superintendent of Campbell County Schools

d. [PRESENTATION OF SCHOOLS FY2017 BUDGET REQUEST](#) (20 minutes)

Dr. Johnson will provide an overview of the Fiscal Year 2017 Budget Request for Campbell County Schools and be available for general questions. Specific review of the entire County budget is scheduled for the April 12<sup>th</sup> budget workshop at 4:00 p.m. in the Board Multi Use Conference Room.

**RECOMMENDATION: No action required today. Accept the budget request for further review at the April 12<sup>th</sup> budget workshop at 4:00 p.m.**

**3. [ADMINISTRATOR'S ITEMS](#)**

Clifton M. Tweedy, Deputy County Administrator

a. [HIGHWAY MATTERS](#) (10 minutes)

i. Status of Outstanding Highway Matters: See attached report.

ii. Highway Matters Action Items: None

iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters. Requests Clif Tweedy, Deputy County Administrator will be forwarded to VDOT as appropriate.

**RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.**

Frank J. Rogers, County Administrator

b. [PRESENTATION OF COUNTY FY 2017 BUDGET REQUEST](#) (5 minutes)

The budget books for the proposed FY 2017 County budget will be delivered to Board of Supervisors members on Friday, April 8. An in-depth review of the budget will be held at the scheduled Budget Workshop on Tuesday, April 12<sup>th</sup> and if necessary April 14<sup>th</sup> at 4:00 p.m. in the Board Multi Use Conference Room.

The Public Hearing for the budget is scheduled for Tuesday, May 3 at 5:30 p.m.

**RECOMMENDATION: No action required today. Please expect delivery of the budget books on Friday, April 8 and review this information in anticipation of the Budget Workshop scheduled for Tuesday, April 12 at 4:00 p.m.**

- c. [ADOPTION OF FY 2017 – FY 2021 CAPITAL IMPROVEMENT PLAN \(CIP\)](#) (15 minutes)

The draft FY 2017 – FY 2021 CIP ([attached](#)) is presented for Board review and adoption pending any changes requested by the Board. The draft CIP submitted is unchanged from the version presented to the Board on March 1, 2016 with the exception of two new projects, explained in this agenda item.

The current Debt Service Schedule based on previously approved Board action [is attached](#) for your information. This Debt Service Schedule does not include any debt service for the proposed new Public Safety Buildings and with Board approval, any additional debt costs will be added as needed. Detailed backup is available in the PIPT Tracking System for each capital project

**RECOMMENDATION: Staff recommends the Board provide any last preliminary comments or changes to the proposed CIP for FY2017 – FY2021. Staff further requests the Board adopt the CIP presented here reflecting any changes made by the Board at this meeting. The adopted CIP will be also be used in the development of the annual operating budget for FY 2017.**

4. **CONSENT AGENDA**

- a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board's consideration.

- b. [COUNTY ATTORNEY INVOICE](#)

Attached for your approval is a \$3,972.66 invoice from the County Attorney for services rendered in the month of March 2016.

- c. [CHILD ABUSE PREVENTION MONTH PROCLAMATION](#)

Child abuse and neglect has been a serious issue in Campbell County. The per capita rate of founded cases has exceeded the state average since 2003. April was proclaimed the first National Child Abuse Prevention Month in 1983. Since then, child abuse and neglect awareness activities have been promoted across the country during April of each year.

Pinwheel Awareness Gardens will be constructed throughout Central Virginia to represent the number of children abused and neglected in each locality. A Pinwheel Garden will be set up on April 4-8, 2016 (flyer included), in Campbell County on the property of the Citizen Services Building facing Village Highway. An invitation for the Dedication of Campbell County's Pinwheel Garden on the lawn of the Citizen Services Building is also included with this agenda.

A request has been received from CASA (Court Appointed Special Advocates) of Central Virginia to adopt the included resolution proclaiming April as Child Abuse Prevention Month.

d. [RFP DETERMINATION – REAL ESTATE VALUATION SERVICES FOR COMMERCIAL BUILDING PERMITS](#)

The Board's approval is requested to use the competitive negotiation process for the procurement of other professional services for Real Estate valuation services for commercial building permits scheduled for completion in calendar year 2016. To procure these services by sealed bidding would not be practicable or fiscally advantageous to the County. Factors for consideration other than price include the valuation process to determine the fair market value of new commercial construction in Campbell County. Competitive negotiation will allow the Real Estate department to award a contract to the most qualified firm.

Costs are estimated to be in the \$10,000 to \$15,000 range split over two fiscal years FY 2016 and FY 2017 and have been requested in the budgeted line item 4-100-012350-3190 – Other Professional Services.

e. [PARKING LOT PAVING](#)

The Campbell County Public Works Department solicited bids from interested firms to overlay four (4) parking lots in the Campbell County Complex and with a request from Overbey, Hawkins and Wright to pave (at their expense) their lawyer's parking lot extension as an add alternate.

1. **Haberer Building Parking Lot** – 47 Courthouse Lane, Rustburg, VA
2. **Employee Parking Lot** - 47 Communication Lane, Rustburg, VA
3. **Public Safety Parking Lot** - 34 Communication Lane, Rustburg, VA
4. **Sheriff's Auxillary Parking Lot** - 34 Communication Lane, Rustburg, Virginia

The add alternate parking lot location is as follows:

**Lawyers Parking Lot Extension** - 47 Courthouse Lane, Rustburg, VA

If these lots are delayed, they will deteriorate quickly over the next few years due to the numerous large cracks in the lots that are starting to allow water to enter the base. Having to remove the entire surface course with a new thicker wearing course would increase the cost approximately 60%.

Funds for this project are appropriated and available in the current CIP and shall be expensed from line item 4-302-94400-0085.

Two (2) bid responses were received from an Invitation for Bid issued to three (3) vendors, advertised in the local Lynchburg newspaper, and posted on the County website.

	<u><b>Base Bid</b></u>	<u><b>Add Alternate</b></u>	
1. Boxley Asphalt, LLC,	Lynchburg, VA	\$66,595.00	\$1,985.00
2. Adams Construction Co.,	Lynchburg, VA	\$78,600.00	\$4,195.00

f. [PERMISSION TO ADVERTISE - EVINGTON VOL. FIRE DEPARTMENT ENTERING INTO A TAX EXEMPT PURCHASE AGREEMENT FOR A RESCUE/PUMPER](#)

EVFD is in the process of purchasing a new Rescue Pumper through a Cooperative Contract. They are seeking a tax-exempt loan through First-Citizens Bank and Trust Company to finance the remaining cost (after CIP funds are applied) of a fire truck, in the approximate principal amount of \$105,000. The Evington Volunteer Fire Department will be required to pay all payments for the property. Obligations under the purchase agreement will be secured by a security interest in the property. To complete the application the bank is requiring the adoption of a resolution and holding a public hearing. No obligation of payments would fall on Campbell County.

**RECOMMENDATIONS: Staff recommends the Board:**

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$2,858.34;**
- c. **Staff and the Human Services Committee recommend adoption of a proclamation declaring April as “Child Abuse Prevention Month” in Campbell County.**
- d. **Determine that competitive sealed bidding is not practicable or fiscally advantageous for the procurement of other professional services for Real Estate for valuation services for commercial building permits completed in calendar year 2016.**
- e. **It is the recommendation from staff that the lowest responsive and responsible bid from Boxley Asphalt, LLC, Lynchburg, Virginia be accepted in the amount of \$66,595.00 plus the add alternate for the employee parking lot extension in the amount of \$1,985.00 to be paid for by Overbey, Hawkins and Wright.**
- f. **Staff request permission to advertise a public hearing to consider adoption of a resolution of approval of a proposal that the Evington Volunteer Fire Department enter into a tax-exempt purchase agreement with First-Citizens Bank and Trust Company.**

5. **APPOINTMENTS**

A list of appointments [is attached](#) for your consideration.

6. **MATTERS FROM THE BOARD**

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. **CLOSED MEETING - None**

5:30 P.M.

## 8. **PUBLIC HEARINGS**

The following Public Hearings were [advertised for](#)...

Sandra M. Shackelford, County Planner

a. [A SPECIAL USE PERMIT REQUEST FROM JERRY AND KAREN LAYNE TO HOST SPECIAL EVENTS ON PROPERTY SOUTH OF AND ADJACENT TO 2263 CAMPBELL AVENUE](#)

Rezoning # PL-16-10 - This request is from Jerry and Karen Layne, 998 Greenhouse Road, Rustburg, VA 24588 for a special use permit to host special events including weddings and receptions on their property located South of and adjacent to 2263 Campbell Highway. The property contains 27.871 acres  $\pm$ , is zoned Agricultural and in the Rustburg Election District.

The property is currently undeveloped. Previous owners had sought and had a special use permit for special events approved that has since expired. At that time, a commercial entrance and a road was constructed to provide access to the property. The applicants plan to build a 80' x 56' pole barn on the property to accommodate 150 – 195 people. Clients will provide their own caterers, but there will be a kitchen and bathrooms available.

The Board of Supervisors may impose any reasonable conditions upon approval of the permit. Staff recommends the following conditions: 1) the applicant conducts business in conformance with the uses described in the narrative submitted with the request.

**RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing good zoning practice with the condition that all events will end no later than 11 p.m.**

b. [A REZONING REQUEST BY RUSSELL NIXON TO REZONE PROPERTY AT 22491 TIMBERLAKE ROAD FROM RESIDENTIAL-SINGLE FAMILY TO BUSINESS-GENERAL COMMERCIAL FOR USE AS AN INSURANCE OFFICE](#)

Rezoning #PL-16-8 - This request is to rezone 0.846  $\pm$  acres from Residential – Single Family (R-SF) to Business – General Commercial (B-GC) for use as an insurance office. The property is located at 22491 Timberlake Road, contains 0.846  $\pm$  acres and in the Timberlake Election District.

The applicant would like to convert the existing house into an insurance office. VDOT has reviewed this request and is comfortable that the existing entrance is sufficient for the needs of the insurance office. The proposed use will have a negligible impact on traffic and a traffic study is not required.

The property is located in an area designated as medium to high density commercial. No proffers have been submitted with this request.

**RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing good zoning practice.**

c. [A REZONING REQUEST FROM DAVID GIFFORD TO REZONE PROPERTY AT 285 BEASLEY ROAD FROM RESIDENTIAL-SINGLE FAMILY TO RESIDENTIAL-MULTI FAMILY FOR USE AS A MULTI-FAMILY HOUSING COMPLEX](#)

Rezoning #PL-16-9 - This request from David Gifford is to rezone property at 285 Beasley Road from Residential – Single Family (R-SF) to Residential – Multi Family (R-MF) for use as a multi-family housing complex. The property contains 30.957 ± acres and is in the Concord Election District.

This parcel of property was originally rezoned in 1997 as part of the Walton Farms Subdivision of single-family homes. This parcel is the last section of the original subdivision; the first three sections are developed. The applicant would like to rezone this parcel of property to potentially develop a multi-family housing complex. The first phase would be a single structure that would contain up to four units, and then the applicant would consider additional phases from there.

The applicant petitioned to rezone this property previously in early 2014. At that time, the Project Evaluation Committee met to discuss this request and several concerns were raised regarding the long-term infrastructure development plans. Since the original proposal, there has been a significant change in the stormwater management regulations required by the state. The environmental management department has been contacted and if this request is approved, the environmental manager is prepared to allow the applicant to complete the first phase of the development (one single building) without requiring a master stormwater management plan. After the construction of the first building, a master stormwater management plan will be required for the remaining phases.

The Fire Marshal has expressed concern regarding the limited accessibility of the property, but will work with the applicant to determine the total number of allowable units based on the applicants' specific building plans should the rezoning be approved. Currently, all properties along Bocock Road and Beasley Road (both are dead-end roads) share a single access point off of Route 501, and there is no clear option for adding a second entrance. The development itself will require its own private internal road network that meets the requirements of the zoning ordinance and the fire code including the construction of a bridge capable of supporting 75,000 pounds over the creek to the proposed apartment complexes and a paved road sufficient for the Fire Marshal's requirements.

The property is accessed from Beasley Road (Route 1036 – avg. daily traffic 260 vehicles). At the full potential build out, the estimated traffic generated by the request is estimated to be approximately 460 vehicle trips per day. This request does meet the threshold for a VDOT traffic safety study, but since one was not required during the initial request in 2014, and because the exact number of units that could potentially be supported is unknown, we are not requiring one at this time.

The property is located in an area partially designated as medium to high density residential and partially designated as transitional. No proffers have been submitted with this request.

**RECOMMENDATION:** The Planning Commission recommended denial of this request by vote of 6-1 citing good zoning practice.

d. [RIGHT-OF-WAY VACATION REQUEST ROUTE 29 NB – SOUTH OF DENNIS RIDDLE DRIVE](#)

**(REQUEST WITHDRAWN AFTER ADVERTISEMENT PUBLISHED)**

The Community Development Department received a request from a property owner to vacate two segments of an unopened public right-of-way.

If approved, the property owners on each side of the right-of-way segments would receive the vacated area up to the centerline of the right-of-way closest to their property in accordance with applicable laws. The request requires a public hearing, which was duly advertised (included with the agenda item) for the Planning Commission meeting held March 28, 2016 and the Board of Supervisors meeting on April 5, 2016. The Staff Attorney drafted an ordinance of vacation (attached) for consideration and the applicant paid the required fee.

The right-of-way is no longer expected to serve any public purpose. Campbell County Utilities and Service Authority (CCUSA) was notified of the request and has no objection to vacating the right-of-way.

**RECOMMENDATION:** Staff recommends approval of the request. The Planning Commission is scheduled to conduct a public hearing on March 28<sup>th</sup> and staff will update the Board on their recommendation.

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**9. AGENCY MINUTES AND REPORTS**

- |    |   |                   |
|----|---|-------------------|
| a. | <a href="#">Brookneal Campbell County Airport Authority</a>       | January 27, 2016  |
| b. | <a href="#">Brookneal Campbell County Airport Authority</a>       | February 25, 2016 |
| c. | <a href="#">Library Board</a>                                     | January 18, 2016  |
| d. | <a href="#">Planning Commission</a>                               | February 22, 2016 |
| e. | <a href="#">Robert E Lee Soil and Water Conservation District</a> | January 28, 2016  |
| f. | <a href="#">School Board</a>                                      | February 08, 2016 |
| g. | <a href="#">School Board</a>                                      | March 07, 2016    |

**10. INFORMATIONAL ITEMS**

- |    |   |                |
|----|---|----------------|
| a. | <a href="#">Report – Delinquent Tax Status</a>                    | February 2016  |
| b. | <a href="#">Report – Unassigned Cash Balance</a>                  | February 2016  |
| c. | <a href="#">Report – Unassigned Fund Balance</a>                  | February 2016  |
| d. | <a href="#">Report – Treasurer</a>                                | February 2016  |
| e. | <a href="#">Rosenwald School Property Transfer and Deed</a>       | March 22, 2016 |
| f. | <a href="#">Chairman Zehr’s Letter of Response to Mr. Barbour</a> | March 29, 2016 |

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## **BOARD OF SUPERVISORS MEETING SCHEDULE**

Revised 3/17/16

Items marked with an asterisk (\*) are changed from the previously published schedule  
Underlined items are special meetings

### **Tuesday, April 5<sup>th</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings (rezoning (2), special use permit, ordinance of vacation)

Tuesday, April 12<sup>th</sup> – 4 PM – Budget work session (Multi-Use Room)

Thursday, April 14<sup>th</sup> – 4 PM – Budget work session (Multi-Use Room) (if needed)

### **Tuesday, May 3<sup>rd</sup> –**

- 2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings – FY 2017 Budget

Tuesday, May 17<sup>th</sup> – 4 PM – Final Budget Presentation & Adoption

Tuesday, May 24<sup>th</sup> – 7 PM – Joint Committee Meeting –  
Campbell County Technical Center – (Good, Gunter)

### **Tuesday, June 7<sup>th</sup> –**

- 2:30 PM– Public Safety Committee –  
Board Level Multi-Use Room – (Borland, Goldsmith)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

### **Tuesday, July 5<sup>th</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, none are currently scheduled

Tuesday, July 19<sup>th</sup> – 4 PM – No Board workshop currently scheduled

### **Tuesday, August 2<sup>nd</sup> –**

- 2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting

5:30 PM– Public Hearings, none are currently scheduled

Tuesday, August 9<sup>th</sup> –

5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)

6:30 PM – FAC

Tuesday, August 16<sup>th</sup> – 4 PM – No Board workshop currently scheduled

Tuesday, August 23<sup>rd</sup> – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (Good, Gunter)

**Tuesday, September 6<sup>th</sup> –**

2:30 PM– Public Safety Committee –

Board Level Multi-Use Room – (Borland, Goldsmith)

4 PM – Regular Administrative Business Meeting

5:30 PM– Public Hearings, none are currently scheduled

Tuesday, September 20<sup>th</sup> – 4 PM – No Board workshop currently scheduled